

Appendix 1

Charity Commission guidelines - safeguarding children and adults at risk

In October 2018, the Charity Commission produced updated safeguarding guidance to ensure that Trustees of organisations like NFYFC understand their responsibilities and which sets out the safeguarding responsibilities of all charities. A commitment to keeping people safe should be embedded right across a charities culture, with safeguarding being a key governance priority. Trustees of charities which work with vulnerable groups and children have a duty of care to their charity which will include taking the necessary steps to safeguard and take responsibility for those vulnerable beneficiaries (children and adults at risk). It is vital therefore that they develop, implement and monitor effective safeguarding policies and procedures. This makes it clear that charity trustees are responsible for ensuring that those benefiting from, working with or coming into contact with their charity are not harmed in any way through contact with it. They have the legal duty to take all reasonable steps within their power to ensure that this does not happen. It is particularly important where beneficiaries are vulnerable persons or children in the community. NFYFC is essentially a children's charity. Our focus is upon providing activities, services and development opportunities, including social and residential events, for children and young people who are often from isolated rural communities. Many of our members are consider as being part of identified vulnerable groups including children, young people or those adults in need of additional support and protection for whom NFYFC has a duty of care. The guidance below is taken from the charity commission.

Trustees are expected to find out what the relevant law is, how it applies to their organisation, and to comply with it where appropriate. They should also adopt best practice as far as possible to avoid the likelihood of safeguarding incidents occurring. Children are an especially vulnerable group and therefore the Charity Commission is concerned to stress the importance of charities having proper safeguards in place for their protection. The risks which charities must be alert to include:

- sexual harassment, abuse and exploitation
- negligent treatment
- physical or emotional abuse
- bullying or harassment
- health and safety
- commercial exploitation
- extremism and radicalisation
- forced marriage
- child trafficking
- female genital mutilation
- discrimination on any of the grounds in the Equality Act 2010
- people may target your charity
- a charity's culture may allow poor behaviour
- people may abuse a position of trust they hold within a charity

Safeguarding children is vital for charities as charity trustees have a duty of care towards the children with whom they have contact. Having safeguards in place within an organisation not only protects and promotes the welfare of children but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public. These safeguards should include a child protection policy and procedures for dealing with issues of concern or abuse. In line with UK legislation under the Children Act 1989, the term 'child' refers to anyone up to the age of 18 years.

Safeguarding children is beneficial to a charity in many ways – protecting its reputation, attraction and retention of members and beneficiaries, helping to effectively meet its objectives and protecting its finances. Although the Commission does not administer child protection legislation, it aims to increase public trust and confidence in charities and, as part of the registration process, it always asks organisations working with children for (a) information about the policies and procedures which they have in place for keeping children safe and (b) information relating to Disclosure and Barring Service criminal record disclosures in respect of trustees where the charity is legally entitled to obtain these.

The new guidance also introduces a requirement to report safeguarding incidents. Charities like NFYFC must make a report to the Commission if any serious safeguarding risk materialises. This includes all incidents of abuse or mistreatment (alleged or actual) of beneficiaries of the charity (adults or children) which have resulted in or risk significant harm to them and this happened while they were under the care of the charity.

The Charity Commission have produced a check list of what is expected of Trustees (see Figure 1 below) and also what should be included in a Child Protection Policy and the NFYFC Safeguarding Policy includes all of their points.

- the welfare of the child is paramount
- all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- the policy is approved and endorsed by the board of trustees
- who the policy applies to (i.e. all trustees, staff and volunteers)
- children and parents are informed of the policy and procedures as appropriate including how the organisation seeks to protect people from harm
- all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's services and in emergencies, the police
- a commitment to safe recruitment, selection and vetting
- reference to principles, legislation and guidance that underpin the policy
- arrangements for regular review of policy and procedures
- Reference to all associated policies, procedures and practice guidance which promote children's safety and welfare e.g. with regards to: health and safety, anti-bullying, protection of children online, and photography.

The Charity Commission have also included child protection procedures and systems and again the NFYFC policy addresses all of the requirements identified within the guidance.

The procedures and systems should include:

- A named person (and deputy) with a clearly defined role and responsibilities in relation to child protection, appropriate to the level at which s/he operates
- A description of what child abuse is, and the procedures for how to respond to it where there are concerns about a child's safety or welfare or concerns about the actions of a trustee, staff member or volunteer. Relevant contact details for children's services, police, health and NSPCC helplines should be available
- A process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation and kept for a time specified by your insurance company
- How safeguarding concerns can be raised
- How safeguarding concerns, allegations or incidents will be responded to and managed
- How the organisation will work in partnership with and report to external statutory agencies and authorities (e.g the Disclosure and Barring Service, Children's Social Care, the Police)
- Guidance on confidentiality and information sharing, legislation compliant, and which clearly states that the protection of the child is the most important consideration



- A code of behaviour for trustees, staff and volunteers. The consequences of breaching the code are clear and linked to disciplinary and grievance procedures
- Safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (e.g. helpline, email) contact with children. In the case of trustees, because of their position within the charity, we take the view that whenever there is legal entitlements to obtain a DBS check in respect of such a trustee, a check should be carried out. This goes beyond circumstances where the trustee comes into contact with children
- A complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children
- Systems to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about child protection in accordance with their roles and responsibilities
- Requirements for trustees, staff and volunteers to learn about child protection in accordance with and as appropriate to their roles and responsibilities

For more information visit the Charity Commission website: www.charitycommission.gov.uk



Figure 1:



Positions of Trust application form- Appendix 2

To be completed by anyone applying for appointment into voluntary positions that have been classed as regulated roles with children, young people and adults who may be additionally vulnerable. Roles that are considered as being in a position of trust will be subject to safe recruitment procedures to protect the members of young farmers, you as the applicant, and the reputation of the organisation. Applicants should be aware that positions of trust are subject to the Sexual Offences Act legislation and you should refer to the Safeguarding Children, Young people and Adults at Risk policy for more information.

Name:	<input type="text"/>	Date of Birth	<input type="text"/>
Membership number:	<input type="text"/>		
Date of application:	<input type="text"/>	Role applied for	<input type="text"/>
Contact details (if different to membership form)			
Address:	<input type="text"/>		
Telephone number:	<input type="text"/>	Mobile:	<input type="text"/>
Email address:	<input type="text"/>		

Please outline any relevant skills and abilities, experience or interests that are relevant to this role.

References - please provide details of two independent referees (one can be internal i.e. within the YFC community) who will be able to comment on your ability and suitability to work with children, young people or adults who may be additionally vulnerable. The referees should not be related to you.

Name
<input type="text"/>
Address
<input type="text"/>
<input type="text"/>
<input type="text"/>
Phone <input type="text"/>
Mobile <input type="text"/>
Email <input type="text"/>
In what capacity is this person known to you?
<input type="text"/>

Name
<input type="text"/>
Address
<input type="text"/>
<input type="text"/>
<input type="text"/>
Phone <input type="text"/>
Mobile <input type="text"/>
Email <input type="text"/>
In what capacity is this person known to you?
<input type="text"/>

Self Declaration

Due to the nature of a position of trust you are advised that you should declare all disciplinary sanctions and/or investigations, allegations, cautions, convictions, including 'spent' convictions (*under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986*). Failure to disclose in full the matters required to be disclosed by this Declaration could result in removal from your position and membership of young farmers. Not all declarations will exclude you from volunteering with young farmers; all information provided will be considered as part of your application in line with safe recruitment procedures.

For completion by the individual	
<p>Have you ever been convicted of any criminal offences, including cautions, warnings or other sanctions?</p> <p style="text-align: right;">YES NO</p> <p><i>(If 'YES' please state the conviction)</i></p> <p>Date of conviction:</p>	
<p>Have you ever been known to any social care services department as being an actual or potential risk to children and young people?</p> <p style="text-align: right;">YES NO</p>	
<p>Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or service users?</p> <p style="text-align: right;">YES NO</p> <p><i>(if Yes, please provide further information)</i></p>	
Confirmation of Declaration (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of a volunteer role may be withdrawn if previous convictions are not disclosed by me and subsequently come to the attention of YFC.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or adults at risk.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children or adults at risk.
<input type="checkbox"/>	I understand that no application for duties involving children or adults at risk will be considered if I withhold my consent.
Signature of named individual:	
Print name:	
Date:	

Application for Employment- Appendix 3

1. Please type this application, or if completing offline, use black ink and capital letters when you fill in this form
2. Please return the completed application form to the address printed at the end of the form
3. Failure to complete this application form fully or correctly will render the application void

Post applied for	
How did you hear of this vacancy?	
Your details	
Name	
Present address	
Permanent address (if different)	
Daytime telephone number	
Home telephone number	
Mobile telephone number	
Email address	

Education & Training

College & Universities

Date - from	Date - to	Name of Establishment	Examination and subject(s) studied	Date and grade awarded

School – from 11 years of age onward

Date - from	Date - to	Name of Establishment	Examination and subject(s) studied	Date and grade awarded

Other (including professional/vocational qualifications)				
Date - from	Date - to	Name of Establishment	Examination and subject(s) studied	Date and grade awarded

Additional qualifications (including training courses undertake and practical skills, IT skills etc				
Date - from	Date - to	Name of Establishment	Training course undertaken / practical skills possessed	Date and grade awarded or level of proficiency

Your employment history (in reverse order) and account for any time not in employment

Present or most recent employer			
Job Title		Name & address of employer	
Nature of employer's business		Dates employed	Start date: Finish date:
Salary	£	Reason for leaving/seeking alternative employment	
Other benefits			
Your main responsibilities and duties			
Your main achievements in this employment			

Previous employment			
Job Title		Name & address of employer	
Nature of employer's business		Dates employed	Start date: Finish date:
Salary	£	Reason for leaving/seeking alternative employment	
Other benefits			

Your main responsibilities and duties	
Your main achievements in this employment	

Previous employment			
Job Title		Name & address of employer	
Nature of employer's business		Dates employed	Start date: Finish date:
Salary	£	Reason for leaving/seeking alternative employment	
Other benefits			
Your main responsibilities and duties			
Your main achievements in this employment			

Previous employment			
Job Title		Name & address of employer	
Nature of employer's business		Dates employed	Start date: Finish date:
Salary	£	Reason for leaving/seeking alternative employment	
Other benefits			
Your main responsibilities and duties			
Your main achievements in this employment			

Additional information

Please summarise your career to date (direction, achievements, limitations etc)

--

What do you expect the job your applying for to involve?

--

What skills & experience would you bring to the job you are applying for? Please state in order of strength

--

Please describe your interests, for example social, leisure, sports including any positions of responsibility you currently hold, or have held previously

--

Additional information

Do you hold a full driving licence?

Yes / No

If so, do you have any endorsements? Please give details

--

Do you have access to a vehicle for use in connection with work? (Expenses are claimable)

Yes / No

Have you made any previous job applications to the NFYFC?

Yes / No

If yes, please give details

--

Do you have any unspent criminal convictions?
(Declaration subject to the Rehabilitation of Offenders Act 1974)

Yes / No

If yes, please give details

--

Are there any restrictions regarding your employment? E.g. Do you have the right to work in the UK?		Yes / No
If yes, please give details		

Do you have any connection to the NFYFC? E.g. Are you a current or former member of a YFC Club? OR Do any of your close friends or relations work for the NFYFC or a YFC County Federation?		Yes / No
If yes, please give details		

Do you have any disability which may require special arrangements being made for you to attend interview?		Yes / No
If yes, please give details		

What is your notice period with your current employer? Date available to start work?	
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Please give below any additional information you wish to bring to our attention

Referees			
Please give the names and addresses of two unrelated persons, including wherever possible your present employer or most recent employer. Referees should be able to comment on your ability to perform the job you are applying for. Please advise your referees that they may be both written to and telephoned. References may be taken up prior to any offer of employment unless you have indicated otherwise below.			
Referee 1		Referee 2	
Name		Name	
Position		Position	
Address		Address	
Daytime telephone number		Daytime telephone number	



Email address		Email address	
May we contact now	Yes / No	May we contact now	Yes / No

Declaration & signature

1. To the best of my knowledge, the information given on this form is true and comprehensive.
2. Should I accept employment from National Federation of Young Farmers' Clubs, I understand that it will be on the basis that the truthful completion of this form constitutes part of the terms of contract from my employment.
3. I accept that providing deliberately false information could result in my dismissal.

Signed:	
Date of Signature:	

1. By signing and returning this application form you consent to the National Federation of Young Farmers' Clubs using and keeping information about you provided by you or third parties such as referees relating to your application or future employment.
2. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of the interview.
3. Such information may include details relating to ethnic monitoring and disability; these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing this form.

Completed application forms should be returned to:

Recruitment@nfyfc.org.uk

OR

NFYFC,
Unit 178, 10th Street
Stoneleigh Park
Nr Kenilworth
Warwickshire
CV8 2LG

Regulated Activity in relation to Children: scope

Factual note by HM Government

Regulated activity is work that a barred person must not do. This note provides information on the scope of Regulated Activity in relation to children, defined in the Safeguarding Vulnerable Groups (SVG) Act 2006 and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, both as amended (in particular by, respectively, section 64 and Schedule 7, Protection of Freedoms Act 2012). This note is about the law in England and Wales, and in Northern Ireland.

This note comprises (I) a short summary, and (II) a full description.

Regulated activity still excludes family arrangements; and personal, non-commercial arrangements.

(I) Summary

The new definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- (i) unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;
- (ii) work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly: "regularly" is defined in detail on the following pages under items (a) to (f).

HM Government is publishing statutory guidance on supervision of activity that would be regulated activity if unsupervised.

- (iii) relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional;
- (iv) registered childminding; and foster-carers.

A full detailed description of the above scope follows below.

(II) Full description of scope

Part 1: Regulated Activity for children – Activities

Part 2: Regulated Activity for children – Establishments

Part 1: Regulated Activity in relation to children - Activities
<p>The activities in the left-hand column are regulated activity in relation to children, subject to:</p> <ul style="list-style-type: none">• exceptions in the right-hand column;• different provisions for “establishments” (specified places) in Part 2 below. <p>Do not read the left-hand column in isolation from the right-hand column or from Part 2.</p> <p>In the right-hand column:</p> <ul style="list-style-type: none">• “new” exceptions are those in the 2012 Act;• “existing” exceptions are already in the 2006 Act or 2007 Order as amended before the 2012 Act, or in secondary legislation under it.

Activity	Exceptions – not Regulated Activity
All of regulated activity.	Activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children. This is the “peer exemption”.

In para 2(1) of Schedule 4¹:	
<p>(a) Teaching, training or instruction of children, carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight*.</p> <p>Day to day management or supervision on a regular basis of a person providing this activity which would be regulated if unsupervised. <i>Para 1(15²)</i>.</p> <p><i>*Sources:</i></p> <ul style="list-style-type: none">- <i>once a week: guidance, March 2010, Annex B, page 70 para B.12;</i>- <i>four or more days/ overnight: Schedule 4, para 10(1) as amended.</i>	<p>New:</p> <ul style="list-style-type: none">• Supervised activity - under reasonable day to day supervision by another person engaging in regulated activity. <i>Para 2(3A)</i> <p>Existing:</p> <ul style="list-style-type: none">▪ Activity relating to a child in the course of his employment, not by a person for whom arrangements exist principally for that purpose.▪ Activity merely incidental to activity with adults.

¹ References to “Schedule 4” should be read as “Schedule 2” in the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (SVG Order).

² Para 1(13) in the SVG Order.

Activity	Exceptions – not Regulated Activity
<p>(b) Care or supervision of children if carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period or overnight.</p> <ul style="list-style-type: none"> See rows (i) to (iii) below re types of care. <p>Day to day management or supervision on a regular basis of a person providing this activity which would be regulated if unsupervised.</p>	<p>New:</p> <ul style="list-style-type: none"> Supervised activity - under reasonable day to day supervision by another person engaging in regulated activity. <i>Para 2(3B)(b).</i> <p>Existing:</p> <ul style="list-style-type: none"> Activity relating to a child in course of his employment, not by person for whom arrangements exist principally for that purpose. Activity merely incidental to activity with adults.
Particular types of care within (b) above, which apply to any child, even if done only once: (i) to (ii) below.	
<p>(i) Relevant personal care. <i>Para 1(1B):</i></p> <p>(a) physical help in connection with eating or drinking, for reasons of illness or disability;</p> <p>(b) physical help for reasons of age, illness, or disability, in connection with:</p> <ul style="list-style-type: none"> (i) toileting (including re menstruation); (ii-iii) washing, bathing, or dressing; <p>(c)-(d) prompting with supervision, in relation to (a)-(b), where the child is otherwise unable to decide;</p> <p>(e)-(f) other training or advice in relation to (a)-(b).</p>	
<p>(ii) Health care. <i>Para 1(1C):</i></p> <p>All forms of health care relating to physical or mental health including palliative care and procedures similar to medical or surgical care.</p>	<p>New:</p> <ul style="list-style-type: none"> Health care not by, or directed or supervised by, a health care professional*. <i>Para 2(3B)(a).</i> <p>*Defined by reference to regulatory bodies. <i>Para 1(1C).</i></p>
<p>(c) Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being if carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period or overnight.</p>	<p>New:</p> <ul style="list-style-type: none"> Legal advice. <i>Para 2(3C);</i> <p>Existing:</p> <ul style="list-style-type: none"> Activity relating to a child in course of his employment, not by person for whom arrangements exist principally for that purpose.
<p>(a), (b) & (c): Definition of “overnight”: In relation to teaching, training or instruction; care or supervision; or advice or guidance, it is also regulated activity if carried out (even once) at any time between 2am and 6am and with an opportunity for face-to-face contact with children. <i>Schedule 4, Para 10(2).</i></p>	

Activity	Exceptions – not Regulated Activity
Former category (d), treatment or therapy, is now replaced by “health care” provisions.	
(e) Moderating a public electronic interactive communication service likely to be used wholly or mainly by children, carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period.	Existing: <ul style="list-style-type: none"> Activity by a person who does not have access to the content of the matter, or contact with users.
(f) Driving a vehicle being used only for conveying children and carers or supervisors under arrangements as prescribed*, carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period. *Prescribed by SI 2009-1548 ³ .	

In para 1 of schedule 4:	
(3) Early years or later years childminding* with a requirement to register, or voluntary registration, under Childcare Act 2006 ⁴ . *That is: on domestic premises, for reward; as opposed to “childcare premises”, part 2 below.	
(5) Fostering** a child. **Defined at section 53 ⁵ .	Existing: <ul style="list-style-type: none"> Care arranged by family members and not for reward is not regulated activity. <i>Section 53(8)</i>⁶. Local Authority can foster child with barred person who is, or lives with, a relative of the child. <i>SI 2009-1797, Art 3(2)</i>.

³ In Northern Ireland: Statutory Rule S.R. 2009/306.

⁴ In Northern Ireland: requirement to register is provided for under Children (Northern Ireland) Order 1995.

⁵ In Northern Ireland: Article 55, SVG Order 2007.

⁶ In Northern Ireland: family or personal relationships are exempt under Article 3, SVG Order 2007.

Activity	Exceptions – not Regulated Activity
<p>(6) & (9) to (13)^{***}: Wales only:</p> <ul style="list-style-type: none"> ▪ child minding with requirement to register under Children Act 1989 including activities that require registration if child under eight; ▪ functions of Children’s Commissioner for Wales and deputy; ▪ inspection functions in relation to education, training, childcare and children’s health or social care. <p>^{***}In Northern Ireland: (6), (6A), (7A) & (8):</p> <ul style="list-style-type: none"> • Guardians Ad Litem; • Controllers appointed under Mental Health (NI) Order 1986; • Inspection/ Registration functions in education, training, juvenile justice, childcare, and children’s health or social care. 	
<p>(14)⁷ Day to day management on a regular basis of a person providing a regulated activity in Schedule 4, paragraphs 1(1) or (2) – that is, activity:</p> <ul style="list-style-type: none"> - at (a) to (f) above; <p>or</p> <ul style="list-style-type: none"> - in establishments in part 2 below; <p>and</p> <ul style="list-style-type: none"> - (9C) or (11) in Wales only. 	

⁷ In Northern Ireland: Para 12 of Schedule 2 in SVG Order 2007.

Part 2: Regulated Activity in relation to Children - Establishments

An activity is regulated activity in relation to children if carried out (subject to exceptions below):

- in one of the following establishments;
- frequently (once a week or more often), or on 4 or more days in a 30-day period;
- by the same person, engaged in work for or in connection with the purposes of the establishment; and
- it gives the person the opportunity, in their work, to have contact with children.

Day to management or supervision on a regular basis of a person providing the above regulated activity for children is regulated activity for children.

Establishment	Exceptions – not Regulated Activity
<p>Schedule 4, para 3(1):</p> <p>(a) schools (all or mainly full-time, for children);</p> <p>(aa) pupil referral units (also known as Short Stay Schools) not falling within the above;</p> <p>(b) nursery schools;</p> <p>(d) institutions for the detention of children;</p> <p>(e) & (f) children's homes;</p> <p>(fa) children's centres in England;</p> <p>(g) childcare premises (including nurseries).</p> <p>Day to day management or supervision on a regular basis of a volunteer activity which would be regulated if unsupervised. <i>Para 1(15).</i></p> <p>In Northern Ireland (under Schedule 2, Para 3(1) of the SVG Order):</p> <p>(a) schools (all or mainly full-time, for children);</p> <p>(b) nursery schools;</p> <p>(bb) Alternative Education Provision;</p> <p>(c) a children's hospital;</p> <p>(d) institutions for the detention of children;</p> <p>(e) children's homes;</p> <p>(f) childcare premises.</p> <p>In Northern Ireland: day to day management or supervision on a regular basis of a volunteer activity which would be regulated if unsupervised. <i>Para 1(13).</i></p>	<p>New:</p> <ul style="list-style-type: none"> ▪ Activity by person contracted (or volunteering) to provide occasional or temporary services (not teaching, training or supervision of children). <i>Para 1(2A) & (2B)(a);</i> ▪ Volunteering, under day to day supervision of another person engaging in regulated activity. <i>Para 1 (2B)(b).</i> <p>Existing:</p> <ul style="list-style-type: none"> ▪ Activity by a person in a group assisting or acting on behalf of, or under direction of another person engaging in regulated activity; ▪ childcare premises which are the home of a parent etc. of at least one child to whom the childcare or child minding is provided; ▪ for activity undertaken regularly in a number of different establishments, but only infrequently in each: each establishment is only arranging the activity infrequently, so each establishment is not a regulated activity provider in relation to that activity.

Note: Categories for office holders ("Positions" - Para 1(9) and Para 4) and for Inspectorates in England (sub-paragraphs of Para 1) are removed. In Northern Ireland, categories for office holders ("Positions" – Para 1(7) and Para 4) are removed.

Department for Education and Department of Health, Social Services and Public Safety (Northern Ireland), June 2012



**Fun, Learning
and Achievement**

Disclosure and Barring Checks for YFC Roles – Appendix 5

Role within YFC	Check required	How the role meets regulated contact requirements
Club Chairman	Enhanced with barred list checks	Unsupervised activities – teach, train, instruct, care of supervise children. They will not always be under the supervision of another person in regulated activity The activities take place once a week or more often The activities will sometimes be overnight stays – residential/trips to competitions – this takes place 2am-6am. Members in these roles are often in the position of providing advice and guidance to children and young people on a range of topics relating to their physical, emotional or mental wellbeing as they are in the role of a volunteer youth worker. – this is also once a week or more Members in these roles moderate electronic communication regularly for club and activity communications
Club Vice Chairman	Enhanced with barred list checks	As above
Club Secretary	Enhanced with barred list checks	As above
Club Treasurer	Enhanced with barred list checks or Enhanced for financial suitability dependent on the role	As above unless this role is not one that attends club and instead does the accounting from a distance. The need for a check in this case would be to identify any issues that would make a person unsuitable to manage organisational funds.
Club Safeguarding Officer	Enhanced with barred list checks	As for club chairman/Vice/Secretary – Designated safeguarding officers may address issues on regular basis with members.
Club Leaders	Enhanced with barred list checks	Dependent on the role of club leaders within your clubs – if they are acting in the roles of officers then they will be in regulated activity.



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Club Advisory	No check required	Unless these roles meet the criteria of regulated contact in any element of their role they will not require a criminal record check.
Club Presidents	No check required	As this role would not normally have any regulated activity, or very little but not enough to meet the criteria they no longer require a criminal records check but must be subject to recruitment checks (references and self declaration) because of their senior role in the organisation.
County Chairman	Enhanced check with barred list checks	This role is as a club chairman but county wide
County Vice chairman	Enhanced check with barred list	This role is as a club vice chairman but county wide
County President	No check required	As a club president but county wide
Drama/Stock judging/public speaking coaches	Enhanced with barred list checks for those that fall into regulated activity	If the level of contact or the nature of the activity falls within regulated contact they should be subject to an enhanced check (with barred lists) i.e. drama producer working with members for an intensive and frequent period of time, otherwise these roles could be supervised by someone within the club in a regulated position.
Judges and speakers		These roles will now fall under the category of a 'supervised volunteer' and will not require a criminal record check. They should be supervised by a person in regulated activity i.e. a member of the officer team.
YFC Volunteer drivers		If a club provides transport as part of their activities and members are regularly driving on behalf of YFC they may require a DBS check.

This chart acts as a guide to the main identified roles within young farmers, your club or county must assess the roles that volunteers hold and their responsibilities before deciding on the appropriate safe recruitment procedures. NFYFC and the DBS eligibility tool can support you in this process.

DBS Online Status Check Permission Form- Appendix 6

Name	
Position	
Volunteer or Staff member	
I, the person listed above agree to an online DBS status check	
Signed:	Date:

Self Declaration - For completion by the individual named above

Have you ever been convicted of any criminal offences, including cautions, warnings or other sanctions?
YES NO

(If 'YES' please state the conviction)

Date of conviction:

Have you ever been known to any social care services department as being an actual or potential risk to children and young people?
YES NO

Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or service users?
YES NO

(if Yes, please provide further information)

Confirmation of Declaration (tick box below)

<input type="checkbox"/>	I agree that the information provided here may be processed in connection with safeguarding procedures and I understand that a role or employment may be withdrawn or dismissal may result if previous convictions are not disclosed by me and subsequently come to the attention of the organisation.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate registration number and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or adults at risk.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children and adults at risk.
<input type="checkbox"/>	I understand that no application for duties involving children or adults at risk will be considered if I withhold my consent.

Signature of named individual: Date:

Print name:

Reference form - Appendix 7

THIS SHOULD BE PRINTED ON YOUR OWN HEADED PAPER

Name of applicant

Address

Post code

Appointment applied for _____

Dear

The above named person has applied for the above position with _____
_____. Young Farmers' Club and has given your name as someone who can provide a character reference.

NFYFC is an organisation committed to providing a safe and positive environment for children and young people and we undertake a range of safeguarding checks to ensure that all adults are suitable and appropriate for this type of work. I would be grateful if you would take the time to complete this form and return it to us so that we can continue the application process.

All information that you provide us with will remain confidential.

The application is for a person who will be working directly with children and young people and may involve the handling of charitable funds. I would be grateful for your complete honesty when answering the questions over the page.

Thank you for your assistance.

Yours sincerely,

County Organiser/ County Chairman/County Secretary _____

Please return this form to:

--

Your reference

How long have you known the applicant?

In what capacity?

Do you have any concerns or know of any reason why the person should not be considered for the position shown?

Yes

No

If you answer yes here you will be contacted for further information.

Please score the applicant on the following
Tick the appropriate column ✓

Poor Average Good

Self motivation

Responsibility

Maturity

Trustworthy

Reliable

Team player

Motivating others

What qualities do you consider the applicant has that would make them suitable for the position?

How would you describe the applicant's character and personality?

Please use this space to make any other comments that you would like to make about the applicant.

Name of referee

Signature

Date



Sample policy statement on the recruitment of ex-offenders

It is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

To help you meet this requirement the DBS has produced the following sample policy statement which can be used or adapted for this purpose.

This policy statement can also be included within your company's Equal Opportunities policy.

Sample Policy Statement

- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, [Organisation Name] complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- [Organisation Name] is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at



Disclosure & Barring Service

an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within [Organisation Name] and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

- Unless the nature of the position allows [Organisation Name] to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in [Organisation Name] who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.



Safe Recruitment Monitoring Sheet – Appendix 9

[illegible]

Case Management – Appendix 10

The purpose of the case management group is to set out robust and transparent procedures within XXX Federation of Young Farmers' Clubs for dealing with recruitment and safeguarding decisions. The case management group will remove the risk of an individual making decisions in isolation which holds significant personal and organisational risks. Decisions made by the case management group must stand up to scrutiny and are not necessarily right or wrong but they must be defensible. The process of a case management group involves taking all reasonable steps to gather as much relevant information about the situation as possible, then applying a risk assessment model to the information collected to reach a conclusion. The process employed must be consistent and the discussions, rationale and decisions must be recorded fully.

1. Terms of Reference for the group

1.1 Purpose

- To make decisions on the initial approach to all reported cases related to the welfare and protection of children. Principally these relate to the 'route' a case will take internally and/or via external referral to statutory agencies but may also include making decisions in relation to concerns arising from information gathered through the recruitment process.
- To make initial decisions as to what level each case will be dealt with. E.g minor poor practice which may be referred back to a club; more serious concerns warranting initiation of complaints/disciplinary procedures with advice to club/county federation; suspected abuse of, or risk to, a child which requires dealing with at national level, referral to statutory agencies and through disciplinary procedures and concerns arising through recruitment/selection processes that may indicate an individual poses a risk to children – e.g. through Criminal Record checks.
- To advise others within the organisation about actions they may need to take, such as initiating disciplinary proceedings, or recruitment/suitability decisions on new applicants (paid or unpaid) or existing staff/volunteers.
- To monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures.

1.2 Principles

Independence - It is essential that the group is empowered by the organisation to make decisions on the 'route' that cases will take without influence or prejudice by others in the organisation.

Confidentiality - All child welfare/protection matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the Data Protection Act and Human Rights Act.

Expertise - The group should be led by the organisation's lead safeguarding officer. The group should ideally include people who have relevant knowledge and expertise to enable the group to fulfil its purpose such as HR/Legal/Personnel Manager/Clerk etc. It is recommended that at least one member of the group is external to the organisation's management group and has current professional child protection knowledge and experience.

Equity and Anti-discriminatory Practice - All decisions made by the group need to be fair, open and transparent. An open mind needs to be kept in all cases until they have been investigated and concluded. The group should be guided by the organisations' equity policy and the principle that all children have the right to protection from abuse regardless of their race, ethnic origin, gender, disability, religious belief system or sexual orientation.

The Welfare of the Child is Paramount - This principle is enshrined in the Children Act 1989. In any decision taken by the group, the welfare of the child is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.



2. Members of Case Management Group

The group will include members with the relevant expertise and experience from within the organisation and an external person to avoid bias. The group will consist of the organisations safeguarding officer, county president/ management committee chair, a member of staff with good knowledge of the organisation and its constitution (county organiser), the county chairman and an independent safeguarding advisor where this is available, this person can be a local safeguarding contact or the NFYFC safeguarding officer.

Safeguarding Officer	County president/Management Committee Chairman	County Organiser	County Chairman	Independent Safeguarding Advisor
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Throughout a case management issue information should be gathered from a range of sources to allow the panel to have the most information possible. Conversations with the applicant may be required to confirm details.

The following people/organisations may be contacted to share information, which they may or may not do –

Referees (personal and professional) and previous employers (paid or unpaid) work

Children's Social Care/Social Services – LADO (Local Authority Designated Officer)

Local Education Authority or individual Educational Establishments

Counselling services and Health services

MASH (Multi Agency Safeguarding Hub)

Charities and Organisations

The Police Force

MAPPA (Multi Agency Public Protection Panel) and The Probation Service

Specialist services (e.g. drug/alcohol, anger management, sex offender treatment)

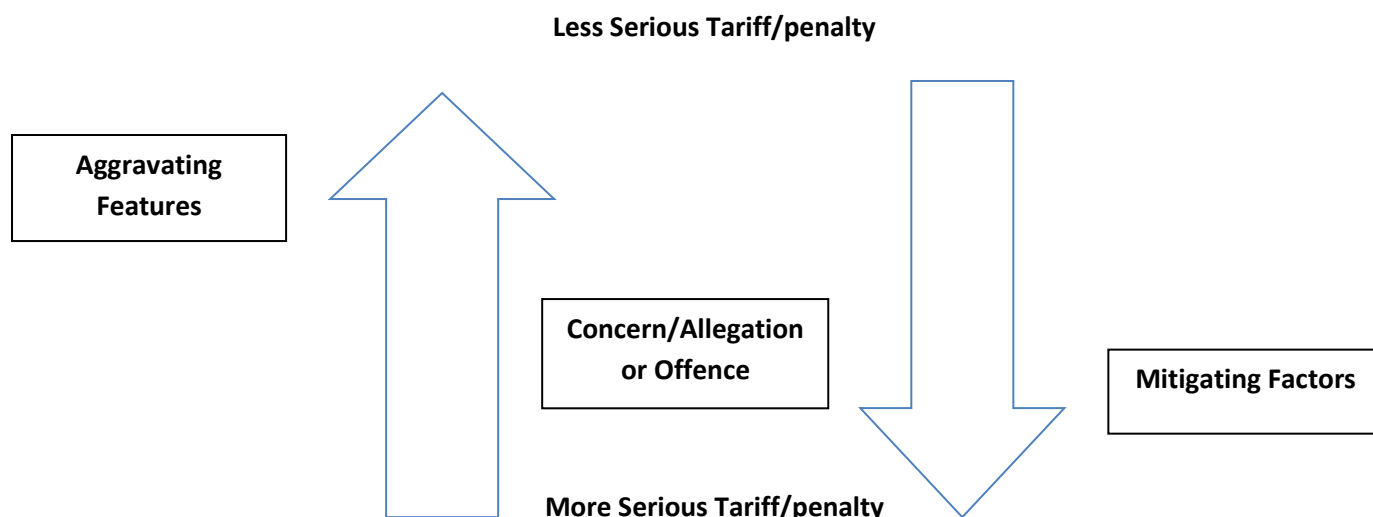
NFYFC can support counties with the process of obtaining information from these agencies and making an informed decision on the information gathered.



3. Process of the Case/Concern Management Group

The case/concern management group will operate using the following model for decision making

3.1 Risk Assessment Model



3.2 Assessment of the Offence

The decision making process will be logged in the following table in relation to each case or concern.

Mitigating	Feature of Offence	Aggravating
<u>Example 1</u> - Stranger	Relationship to victim	Position of trust/responsibility
<u>Example 2</u> - Adult	Victim	Younger, more vulnerable
<u>Example 3</u> - Little/no evidence of planning	Premeditation	Pre planned/grooming evident

Each issue assessed by the case/concern management group will be examined on the seriousness of the offence and the potential risk an individual may pose to the organisation. The following factors will be used throughout the discussions –

- The characteristics of the event
- The characteristics of the victim
- The intention and motive of the caution/conviction
- The individual's role in the offence



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- The location and time of the offence
- The gain of the accused/offender
- The role of alcohol and or drugs in the offence
- Previous background of the accused/offender

Following the case/concern management meeting discussions and conclusion the relevant parties will be informed with the outcome of the discussions and the subsequent course of action. The outcome may also result in additional referrals being made to other agencies and organisations such as the DBS and the Charity Commission in line with legal responsibilities. Information referred onto other agencies will be used to build a picture of a person's behaviour which may lead to them being barred from work with Children, Young People and Vulnerable adults.





Annual Parental Consent Form- Appendix 11

This form is to be completed by the Parent or Guardian of the member named below **who is under 18 years of age on (insert date)**

_____ It gives consent for that member to attend and participate in YFC activities and the responsibility for the supervision of that member to the club/county officers, when the parent is not attendance. XXX YFC or XXX County Federation will take responsibility for ensuring the safe running of all its events by working with the venue management, volunteers and staff. Member's attendance will be in accordance with the NFYFC or XXX County Federation Safeguarding Policy. In the event of an accident or concern arising involving a member under the age of 18, XXX YFC or XXX County Federation will liaise with the parent or the club/county officers. Details on this form will be held securely and will only be shared with volunteers, staff and other organisations that may need this information in order to meet the specific needs of your child. **Please use block capitals throughout the form.**

Section 1 – Details of under 18 year old member *(This section to be completed by the parent/guardian)*

Full name of YFC member:		
Address:		
Date of Birth:		
YFC Membership Number:		
Name of YFC Club:		
Name of County Federation:		
HEALTH AND WELLBEING INFORMATION		
Name of Doctors Surgery	Address:	Contact Tel:
Name of the school or educational establishment Or state if the young person is home educated	Address:	Contact Tel:
Do you have any of the following?	YES / NO If yes, give details:	
Health conditions		
Disability		
SEN (Special Educational Needs)		
Allergies		
Other additional needs		
Dietary requirements		
Any other relevant information we need to be aware of (e.g. medication): Please give details.		



Section 2 – Photography Permissions *(This section to be completed by the parent/guardian)*

As part of the YFC activities, pictures and videos are used for the legitimate interest of the organisation which includes promotional activity and the publishing of competitions results. Official event photography and video from the YFC activity will include your child unless there are safeguarding or other reasons why you do not wish your child's photograph to be used, please indicate this below. All events will display information regarding the capturing of images and who to speak to if there are any concerns during the event. No images will be sold but may be used for external press and news features. All images will be kept for use for a limited time and then only for historical and reference purposes.

	Please tick
I understand that my child may be photographed/filmed taking part in YFC activities and the resulting images or footage could be used by NFYFC in printed or digital (website and social media) format with their name accompanying.	
I would like to discuss my child's photography permissions (you will be contacted by a representative of the Club/County)	

Section 3 - Information and Emergency Contact Details *(This section to be completed by the parent/guardians)*

The medical information overleaf is correct to the best of my knowledge and in the event of illness or accident requiring hospital treatment I understand that the responsible person at the event will make every effort to contact me. In emergency doctors/surgeons will make the decision regarding the necessary treatment without my consent. I have read and understood the attached information and hereby give my consent for my child to take part in this event. I understand that the YFC member insurance policy is available on request. I am aware that while the adults in charge of the event will take all reasonable steps to protect all participants from harm, they cannot necessarily be held responsible for any loss, damage or injury suffered during or as a result of the activity.

Signed:..... (Parent/Guardian) **Date:**

Full Name (Block Capitals)

Do you have parental responsibility and/or legal guardianship in relation to this member?

Yes / No

EMERGENCY CONTACTS

Name: (Parent/Guardian)	Tel (home): Tel (work): Mobile:
Name: (Parent/Guardian)	Tel (home): Tel (work): Mobile:

I understand that I have a responsibility to inform XXXX Club/County Federation of any changes to this information. If this form is completed incorrectly or additional information is required XXXX Club/County Federation will contact you to ascertain the relevant information.

Young Farmers' Clubs (England and Wales)

YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG

tel 024 7685 7200 fax 024 7685 7229 email post@nfyfc.org.uk web www.nfyfc.org.uk

Parental Permission Slip – Appendix 12

The permission slip acts as a means of updating the annual consent form to ensure that event organisers have the most up to date information about the children in their care. This permission slip does not replace the need for the full consent form to be completed annually. Once completed it should be attached to the annual consent form for the named member. Section 1 should be completed by the event organiser and kept by the Parent/Guardian, Section 2 should be completed by the Parent/Guardian and Section 3 should be completed by the supervisor or the event organiser if they are assuming the supervision of the member. Parents/Guardians - please tear at the dotted line and return this section to the event organiser.

Section 1 – Event Details – *(This section to be completed by the event organiser)*

Event Name:			
Event Date:			
Event Location:			
Event Start Time:		Event Finish Time:	
Event Costs:			
Event organiser:			
Event organiser contact details:			
Additional information for the parent/guardian to be aware of?			

Tear here

Section 2 – Member Details (This section should be completed, signed by parent/guardian and returned to the event organiser)

Member Name:	
Club Name:	
Event Name:	
Event Date:	
Transport Arrangements:	
Additional information for the event organiser to be aware of? (please detail any current medical or other needs)	

EMERGENCY CONTACTS

Name: (Parent/Guardian)	Tel (home): Tel (work): Mobile:
Name: (Parent/Guardian)	Tel (home): Tel (work): Mobile:

I have noted the information and give permission for my child to participate in the above event. I also confirm that the information provided on the Annual parental consent form is current and correct unless updated above.

Signed _____ Date _____

This space is intentionally blank

Section 3 – Details of the adult nominated by the parents/guardian to supervise the member named overleaf

(This section to be completed by the supervising adult or the YFC/County Federation if the officer team are the supervising members)

Name of person to supervise under 18 member:	
Membership number (if applicable):	
County Federation (if applicable):	
Mobile telephone number:	
Relationship to under 18 year old member: Please specify: friend, family member, etc.	
As the named individual with responsibility for supervising the underage member, I agree to co-operate with XXX YFC/XXX County Federation during any accident investigation relating to the individual YFC member I am supervising.	
Signature of supervising member:	
Date:	

This section of the tear of slip should be attached to the annual consent form of the named member by the event organiser as an update to their information





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NFYFC/Area Parental Consent Form- Appendix 13

This form is to be completed by the Parent or Guardian of the member named below **who is under 18 years of age** on *(please insert date of competition/event/activity)* _____. It gives consent for that member to attend the named competition/event/activity and the responsibility for the supervision of that member to a named individual, when the parent is not attendance. If you as the parent are attending please complete sections 1, 3 and 4 of this form, if your child is attending with a supervising adult please ensure they (the supervising adult) completes section 2. XXXX Area Committee/NFYFC will take responsibility for ensuring the safe running of all its events by working with the venue management, volunteers and staff. Member's attendance will be in accordance with the NFYFC Safeguarding Policy. In the event of an accident or concern arising involving a member under the age of 18, XXX Area Committee/NFYFC will liaise with the parent or the named individual who is supervising the member. Details on this form will be held securely and will only be shared with volunteers, staff or other organisations that may need this information in order to meet the specific needs of your child. **Please use block capitals throughout the form.**

Section 1 – Details of under-18 year old member *(This section to be completed by the parent/guardian)*

Competition/Event/Activity:		
Full name of YFC member:		
Address:		
Date of Birth:		
YFC Membership Number:		
Name of YFC Club:		
Name of County Federation:		
HEALTH AND WELLBEING INFORMATION		
Name of Doctors Surgery	Address:	Contact Tel:
Name of the school or educational establishment: Or state if the young person is home educated	Address:	Contact Tel:
Do you have any of the following?	YES / NO If yes, give details in the box below.	
Health conditions		
Disability		
SEN (Special Educational needs)		
Allergies		
Other additional needs		
Dietary requirements		

      **Young Farmers' Clubs (England and Wales)**

YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG

tel 024 7685 7200 fax 024 7685 7229 email post@nfyfc.org.uk web www.nfyfc.org.uk

Registry of Friendly Societies No. 52SA Patron: HM The Queen



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Any other relevant information we need to be aware of (e.g. medications): Please give details.

If you as the Parent/Guardian are attending this event please tick this box and proceed to Section 3

☐

Section 2 – Details of the adult nominated by the parents/guardian to supervise the member named overleaf

(This section to be completed by the supervising adult)

Name of person to supervise under 18 member:	
Membership number (if applicable):	
County Federation (if applicable):	
Mobile telephone number:	
Relationship to under 18 year old member: Please specify: friend, family member, etc.	
As the named individual with responsibility for supervising the underage member, I agree to co-operate with XXX Area Committee or NFYFC during any accident investigation relating to the individual YFC member I am supervising.	
Signature of supervising member:	
Date:	

Section 3 – Photography Permissions *(This section to be completed by the parent/guardian)*

As part of the YFC activities, pictures and videos are used for the legitimate interest of the organisation which includes promotional activity and the publishing of competitions results. Official event photography and video from the event will include your child unless there are safeguarding or other reasons why you do not wish your child's photograph to be used, please indicate this below. All events will display information regarding the capturing of images and who to speak to if there are any concerns during an event. No images will be sold but may be used for external press and news features. All images will be kept for use for a limited time and then only for historical and reference purposes.

	Please tick
I understand that at this event my child may be photographed/filmed taking part and the resulting images or footage could be used by NFYFC in printed or digital (website and social media) format with their name accompanying.	
I would like to discuss my child's photography permissions (you will be contacted by a representative of the XXX Area Committee/NFYFC)	

Young Farmers' Clubs (England and Wales)

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tel 024 7685 7200 fax 024 7685 7229 email post@nfyfc.org.uk web www.nfyfc.org.uk



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Section 4 - Information and Emergency Contact Details *(This section to be completed by the parent/guardian)*

The medical information overleaf is correct to the best of my knowledge and in the event of illness or accident requiring hospital treatment I understand that the responsible person at the event will make every effort to contact me. In emergency doctors/surgeons will make the decision regarding the necessary treatment without my consent. I have read and understood the attached information and hereby give my consent for my child to take part in this event. I understand that the YFC member insurance policy is available on request. I am aware that while the adults in charge of the event will take all reasonable steps to protect all participants from harm, they cannot necessarily be held responsible for any loss, damage or injury suffered during or as a result of the activity.

Signed: (Parent/Guardian) **Date:**

Full Name (Block Capitals)

Do you have parental responsibility and/or legal guardianship in relation to this member?

Yes / No

EMERGENCY CONTACTS

Name: (Parent/Guardian)

Tel (home):

Tel (work):

Mobile:

Name: (Parent/Guardian)

Tel (home):

Tel (work):

Mobile:

I understand that I have a responsibility to inform XXXX Area Committee/NFYFC prior to the event of any changes to this information. If this form is completed incorrectly XXXX Area Committee/NFYFC will contact you to ascertain the relevant information.

     **Young Farmers' Clubs (England and Wales)**

YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG

tel 024 7685 7200 fax 024 7685 7229 email post@nfyfc.org.uk web www.nfyfc.org.uk

Registry of Friendly Societies No. 52SA Patron: HM The Queen

Adult Information Form - Appendix 14

This form is to be completed by the adult named below. It gives information about that person to the group leader/event organiser to be used during the planning process and in the case of an emergency or incident involving them. XXXX Federation of Young Farmers' Clubs will take responsibility for ensuring the safe running of all its events by working with the venue management and a team of staff and volunteers. In the event of an accident involving the named adult the group leader/event organiser will liaise with the contacts provided on this form. This will be particularly pertinent if we are required to undertake an accident investigation in conjunction with the relevant authorities including the Police, Health and Safety Inspectorate etc.

Competition/Event/Activity:		
Full name of YFC member:		
Address:		
Contact telephone number:		
Date of Birth:		
Gender:		
YFC Membership Number:		
Name of YFC Club:		
Name of County Federation:		
HEALTH AND WELLBEING INFORMATION		
Name of Doctors Surgery	Address:	Contact Tel:
Do you have any of the following?	YES / NO If yes, give details in the box below.	
Health conditions		
Disability		
SEN (Special Educational needs)		
Allergies		
Other additional needs		
Dietary requirements		
Any other relevant information we need to be aware of (e.g. medications): Please give details.		
Are there any activities in which you should not participate?		
Is there any other information that the event organiser should be aware of?		

IN CASE OF EMERGENCY CONTACTS**Name:** (Relationship to you)**Tel (home):****Tel (work):****Mobile:****Name:** (Relationship to you)**Tel (home):****Tel (work):****Mobile:****Signed:** **Date:****Full Name (Block Capitals)**



Photography Permission Record Sheet - Appendix 15

Member name:	Age:
Date of meeting/conversation with parent:	Name of parent:
Permissions	Notes
May we use your child's image on our website/social media? Are you happy for us to accompany your child's image with their name?	
May we record your child's image on our video? Are you happy for us to accompany your child's image with their name?	
Are you happy for your child to appear in the printed material? Are you happy for us to accompany your child's image with their name?	
Managing how the practicalities	
Ask the parent/guardian to run through how best to manage their requests. E.g. does the child know they can't be photographed? What if they are part of a winning team? Do they need to avoid certain public events? Where exposure to external photographer can not be controlled.	
Club Actions (e.g. write up notes, inform those that need to know e.g. officer team, social media/press officer)	Tick when completed
1.	



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2.	
3.	
4.	
Signed:	
Printed:	
Review date:	



Confidentiality policy - Appendix 16

The principle of confidentiality is fundamental to the working of YFC. Information should not be confidential to individual staff - the bounds of confidentiality are within the volunteer/staff team. People working with children, young people and adults who may be additionally vulnerable should treat personal information with confidence, whether obtained directly or indirectly, or by inference. Such information includes name, address biographical details, and other descriptions of the member's life and circumstances, which might result in their identification. Information concerning a member will not be passed on to another member except with their agreement.

Where volunteers/staff are asked to communicate information about a member outside the organisation, permission of the member or parents will be sought. Exceptional circumstances may arise where there is danger that a member may cause physical harm to themselves or to a third party. In this case agreement to consult with other agencies should be sought from them wherever possible, unless there are good grounds that support that they are no longer able to take responsibility for their own actions. In situations where members may be disclosing sexual, physical, neglect or emotional abuse, a volunteer/staff member should never agree to confidentiality.

The volunteer or member of staff must discuss with the young person the implications of disclosing further information thereby giving the young person choice as to whether or not to continue to disclose information to the member of staff but reassurance should be given that it is right to tell because this is the only way that action can be taken to stop the abuse.

The nature of working with children, young people and adults that may be additionally vulnerable makes the practice of prescriptive guidelines difficult in some areas. Volunteers and staff, therefore, need to be aware of different factors around confidentiality, which affect them in different working contexts, and make appropriate decisions. If volunteers/staff have any doubts whatsoever they should seek advice from their line manager/committee or contact the NFYFC safeguarding officers for assistance. When a member discloses information to a member of staff/volunteer which leads them to believe that the person may be at risk of harm it is essential that the information is recorded as soon as possible. It is also essential that sensitive information is stored in a secure place with access restricted to those who are entitled to see it as part of their duties. Information should only be kept as long as necessary to ensure the welfare of the young person concerned.

Practical application of confidentiality

The nature of our work with children, young people and adults who may be additionally vulnerable is such that trusting relationships develop between potentially vulnerable members and volunteers and staff. It is essential that all volunteers and staff in YFC understand the limits of maintaining a member's confidentiality.



From time to time a member will entrust confidential information. In most circumstances such information will be given to 'check out' information, ask for advice or support or simply to share something personal. In some cases this information may be alarming or uncomfortable for the volunteer/staff member, but the nature of the information may be such that it does not lead them to believe that the person is at immediate serious risk of harm. This should still be recorded in case further disclosures are made at a later date.

Where an individual discloses or is about to disclose information that leads the volunteer/member of staff to believe the individual may be at serious risk of harm, they should warn the person that they have reached a point where further confidentiality cannot be guaranteed. Such a statement allows the individual to stop disclosing the information if they wish. Where there are concerns it is absolutely right to encourage the person to share and to reassure them as long as you are clear that you cannot keep the information confidential where there is a risk of harm to them or others. Record what has been said and what you have observed as soon as possible. Do not ask leading questions; just allow the person to share what they are comfortable with. Should the individual wish to continue then the guidelines set out in the safeguarding children and young people policy should be followed.

Safeguarding Records Retention and Storage- Appendix 17

If an organisation needs to hold records about a member for any reason, it must have policies and procedures in place regarding the retention and storage of that information. As part of safeguarding policy and procedures we must consider guidelines for the retention, storage and destruction of our records where these relate to child/adult protection concerns or records which relate to concerns about an individual's welfare and safety, and/or concerns about possible risks posed by people working or volunteering with children or adults at risk (either paid or unpaid). Whilst guidelines exist for statutory and regulated organisations, it is often less clear what organisations in the voluntary, community or private sectors should do.

According to Data Protection principals, records containing personal information should be:

- adequate, relevant and not excessive for the purpose(s) for which they are held;
- accurate and up to date; and
- only kept for as long as is necessary

(Information Commissioner's Office, 2017(a) and 2017(b))

The introduction of the General Data Protection Regulations (GDPR) in May 2018 does not change the way in which safeguarding records should be stored and retained.

Your club/county must:

- be clear about why you're keeping records about children and/or adults (for example, because they relate to safeguarding concerns);
- assess how long you need to keep the records for; and
- have a plan for how and when the records will be destroyed.

To keep personal information secure, you should compile and label files carefully, keep files containing sensitive or confidential data secure and allow access on a 'need to know' basis. Keep a log of who can access confidential files and the reason this is permitted. These principles apply to hard copy or electronic files.

If you are creating records about the children and/or adults that take part in your events or activities, you need to make sure they understand what records you hold, why you need to hold them and who you might share their information with in order to support positive outcomes for individuals who may be in need of support or protection e.g. as part of multi-agency child or adult protection cooperation and risk assessment (Information Commissioner's Office, 2017(a) and 2017(b)). If you are keeping records for safeguarding reasons, you don't need to get consent from the adults and/or children concerned.

1. Concerns about children's safety and wellbeing or the suitability of individuals to work with vulnerable service users

If anyone has concerns about a child, young person or adult who may be additionally vulnerable's welfare or safety or about the behaviour of others who may present a risk or be unsuitable to work with vulnerable members (e.g. peers, volunteers or paid staff), it's vital all relevant details are recorded. This must be done regardless of whether the concerns are shared with the police or social care.

Keep an accurate record of:

- the date and time of the incident/disclosure;
- the date and time of the report;
- the name and role of the person to whom the concern was originally reported and their contact details;
- the name and role of the person making the report (if this is different to the above) and their contact details;
- the names of all parties who were involved in the incident, including any witnesses to an event;
- what was said or done and by whom;
- any action taken to look into the matter;
- any further action taken (such as a referral being made); and
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

Make sure the report is factual. Any professional/personal assessment, interpretation or inference drawn from what was observed, said or alleged is very important but should be clearly recorded as such. The record should always be signed by the person making the report. Once a report is created a record about a child or adult it is sensitive information and it is vital to have policy/procedures in place regarding the **retention and storage** of that information. If you are creating records about the children or people that are YFC members, it is best practice to advise them at the outset about the fact that you hold such records and their purpose. In terms of data protection, in order to determine how long records should be kept there are a number of guiding principles in relation to both child and adult records.

In terms of data protection, in order to determine how long records should be kept there are a number of guiding principles embedded in the Data Protection Act 1998 which requires that personal information should be:

- adequate, relevant and not excessive for the purposes(s) for which they are held (third principle)
- accurate and where necessary kept up to date (sixth principle)
- not kept for longer than is necessary for its purpose(s) (fifth principle).

The implication of these principles is that organisations need to have procedures to cover the review of personal/sensitive information held on files. Essentially it means that organisations must assess how long they need to keep the information for, the purpose for which they are holding it and when it will be destroyed.

2. Storage of safeguarding records

Good practice guidance includes:

- Information about safeguarding concerns including child/adult protection concerns and referrals should be kept in a separate record or file for each individual, rather than in one 'concern log'. The file should be started as soon as you become aware of any concerns about a child, young person or adult who may be additionally vulnerable or about the behaviour of volunteers or staff.
- Keep child/adult protection files separate from an individual's general records. You should mark the general record to indicate that there is a separate safeguarding file.
- Compile and label files carefully.
- Files containing sensitive or confidential data should be locked away and access to the keys strictly controlled.
- Keep a key log of who has access to these files and why this is permitted.
- Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files e.g. Lead Child Protection Officer/Case Management Group members.
- For files that are to be stored long term arrangements need to be made for the keys to be passed from outgoing volunteers/staff to their successors.
- If records are stored electronically then password-protect those records on a secure database, which only limited staff should have access to.
- Where a local service/activity is closed, arrangements must be in place for ongoing management of the records relating to that service/activity, including the review and disposal of records. I.e. if a club closed and they retained their own safeguarding records these should be held by the county federation or NFYFC.

3. Retention periods: child protection records (including those relating to staff and volunteers where safeguarding concerns have been investigated or raised)

Some agencies, for example in the education and health sectors, have their own guidance for the retention of child protection information. In the voluntary/community sector, records relating to child protection should be kept for 7 years after your organisation's last contact with the child or adult and their family **but** In some cases, records can be kept for longer periods – see the 'Exceptions' section below for more information.

Young Farmers reserves the right, where records relate to an adult's conduct or behaviour which raise safeguarding concerns, to keep these records indefinitely in line with the learning from inquiries into historic abuse and from Serious Case Reviews. If you decide not to share your concerns about a child or adult's welfare with the police or social care services, you should still keep a record of the issues that were raised.

4. Recording concerns about adult behaviour

Sometimes concerns might be raised about an adult who works or volunteers with children/adults. This could be because they've:

- Behaved in a way that has harmed, or may have harmed, a child or adult;
- Committed a criminal offence against, or related to, a child/adult at risk; or
- Behaved in a way that indicates they are unsuitable to work with vulnerable groups.

You must keep clear and comprehensive records of all allegations made against adults working or volunteering with children/adults at risk, including;

- what the allegations were;
- how the allegations were followed up;
- how things were resolved;
- any action taken; and
- Decisions reached about the person's suitability to work with children or your stakeholders/membership.

Keeping these records will enable you to give accurate information if you are ever asked for it. For example:

- in response to future requests for a reference;
- if a future employer asks for clarification about information disclosed as part of a vetting and barring check; or
- if allegations resurface after a period of time or new and additional concerns arise in your organisation or in a future employment/volunteering context.

5. Storing records relating to adults

Records relating to concerns about an adult's behaviour should be kept in the person's confidential membership file (not in a central 'concerns log') and a copy should be given to the individual where this does not increase risks to or jeopardise confidentiality in relation to those who have raised safeguarding concerns in good faith or who are potential victims of harmful behaviours.

Under UK legislation the rights of those who are children, adults at risk or sharing information in order to protect others who may be vulnerable supersede those of the alleged perpetrator (Working Together to Safeguard Children 2018, Care and Support Statutory Guidance 2018, Keeping Children Safe in Education 2018 and Information Sharing Guidance 2019) and should not be shared without consideration of this. Organisations which are not public bodies do not have to share safeguarding records in response to subject access requests. Even redacted records can often clearly identify those who have raised concerns and victims. Those who are subject of concerns or allegations have the right to be able to respond to any concerns and these can often be addressed without full disclosure of records in the interests of protecting children, young people and adults at risk.

6. Retention periods: concerns about adults

If concerns have been raised about an adult's behaviour around children, you should keep the records in their personnel file either until they reach the age of 65 or for 10 years - whichever is longer (IRMS, 2016). This applies to volunteers and paid staff.

For example:

- If someone is 60 when the investigation into the allegation is concluded, records should be kept until their 70th birthday.
- If someone is 30, keep records until they are aged 65.

Information should be kept for this length of time even if the person stops working or volunteering for the organisation.

Records should be retained for the same amount of time regardless of whether the allegations were unsubstantiated or did not lead to formal disciplinary or statutory investigation/action. However, in the rare circumstances that allegations are found to be malicious records should be destroyed the record immediately.

7. Exceptions

Organisations must keep any records that could be needed by an official inquiry (for example the Independent Inquiry into Child Sexual Abuse (IICSA, 2017)). Inquiries will issue directions for records to be retained and these must be followed.

YFC reserves the right to retain safeguarding records indefinitely. These records will be subject to review every ten years to ensure that the reasons for retention remain valid.

In some cases, records can and should be kept for longer periods of time. For example, if:

- concerns indicate that an individual may be unsuitable or inappropriate to work with children, young people or adults at risk which has led to dismissal or DBS referral. In these circumstances, future/historic concerns may arise which require the information held to form part of a future risk assessment or prosecution;
- where safeguarding concerns have arisen over an extended period of time and form part of a growing picture of concern which does not reach the thresholds for external referral or statutory agency intervention, it is critical that information is retained and chronologies recorded;
- the records provide information about a child or adult at risk's personal history, which they might want to access at a later date;
- the records have been maintained for the purposes of research;
- the information in the records is relevant to legal action that has been started but not finished; or
- the records have been archived for historical purposes (for example if the records are relevant to legal proceedings involving the organisation); or
- Are held in order to provide, for the subject, aspects of his/her personal history (e.g. where the child might seek access to the file at a later date and the information would not be available elsewhere).

Where there are legal proceedings it is best to seek legal advice about how long to retain your records. Some records are subject to statutory requirements and have a specific retention period. This includes records relating to children who have been 'looked after' by the local authority, adopted children, registered foster carers and residential children's homes. When records are being kept for longer than the recommended period, files must be clearly marked with the reasons for the extension period.

8. Destruction of safeguarding records

When the retention period finishes, confidential records should be incinerated or shredded in the presence of a member of the organisation or entrusted to a firm specialising in the destruction of confidential material. At the same time any electronic versions of the record must be deleted. If not shredded immediately, all confidential records must be held in a secured plastic bag, labelled as confidential and locked in a cupboard or other secure place; or placed in a confidential waste bin. If your club goes in to abeyance or closes down, you must make arrangements for the ongoing management of records, including the review, retention and disposal of records, via your county or NFYFC.

NCVO provides further guidance on data protection for the voluntary sector: <https://www.ncvo.org.uk/practical-support/information/data-protection>

Key legislation affecting the retention and storage of child protection records includes:

UK:

The General Data Protection Regulation (GDPR) came into force on 25 May 2018. The Information Commissioner's Office provides a [guide to the GDPR](#) to help organisations comply with its requirements (Information Commissioner's Office, 2017b). Nothing within the GDP Regulations changes statutory information sharing guidance in relation to safeguarding concerns.

England:

Data Protection Act 1998

The Fostering Services (England) Regulations 2011

The Children's Homes (England) Regulations 2015

Statutory Guidance on Adoption for local authorities, voluntary adoption agencies and adoption support agencies

Northern Ireland:

Data Protection Act 1998

The Adoption Agencies Regulations (Northern Ireland) 1989

The Foster Placement (Children) Regulations (Northern Ireland) 1996

The Children (NI) Order 1995 - guidance and regulations - volume 4 - residential care

Scotland:

Data Protection Act 1998

Guidance on Looked after children (Scotland) regulations 2009 and the

Adoption and Children (Scotland) Act 2007

Wales:

 **Young Farmers' Clubs (England and Wales)**

YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG

tel 024 7685 7200 fax 024 7685 7229 email post@nfyfc.org.uk web www.nfyfc.org.uk



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Data Protection Act 1998

Adoption agencies (Wales) regulations 2005 guidance

The Fostering Services (Wales) Regulations 2003

The Children's Homes (Wales) Regulations 2002

References - Independent Inquiry into Child Sexual Abuse (ICSA) (2017) Guidance Note: Retention Instructions and Data Protection requirements (PDF)

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Acceptable use agreement for internet and social media use - Appendix 18

Office holders of (Insert name of club) understand the importance of online communication for member's development. However, we recognise that relevant safeguards need to be put in place to ensure that members understand expectations and remain safe while online or using social media.

We ask that all parents/legal guardians spend a few minutes to read through and discuss this statement with their child/young person and then sign and return this form to the (Insert name of club safeguarding officer) at (Insert name of club).

- I will be responsible for my behaviour when using the internet and social media at YFC, including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to a club officer or safeguarding officer.
- I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.
- I understand that I should only use the club's official social media or website communication channels to contact them and should not seek out individual members via this route.
- I understand that all my use of internet and social media is potentially visible to everyone and that any issues involving my behaviour online may impact upon the reputation of Young Farmers and be addressed by the safeguarding officer or an appropriate club officer.
- I will not give out any of my personal information (such as name, age, address or telephone number online), or that of anyone else.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone that I have met online unless accompanied by an appropriate adult or my parent.
- I understand that these rules are designed to keep me safe, and if they are not followed my parents may be contacted.
- I will avoid using my mobile or smart phone during activities as I understand that it will have an impact on my safety and my opportunity to contribute and achieve.
- I am aware that if I am experiencing bullying behaviour or abuse online, I can contact
(insert name and contact details of safeguarding lead)
- I know I can contact ChildLine on 0800 1111 or Child Exploitation and Online Protection Command (CEOP) by clicking report www.ceop.police.uk/safety-centre if I have any worries about something I've seen or experienced online.

P.T.O

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tel 024 7685 7200 fax 024 7685 7229 email post@nfyc.org.uk web www.nfyc.org.uk



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We have discussed this statement and(Insert child/young person's name) agrees to support the safe use of the internet and social media at(Insert name of club).

Parent/Guardian's name:	<i>Insert name</i>
Parents signature: Date:	<i>Insert date</i>
Child's name:	<i>Insert name</i>
Child/Young Person's signature: Date:	<i>Insert date</i>

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Case / Concern Recording Form - Appendix 19

DETAILS OF PERSON/s INVOLVED IN CONCERN/ALLEGATION			
Name		Membership No.	
D.O.B:			
Address			
Telephone			
Mobile			
Position (in relation to young person)			
Additional Notes			
DETAILS OF THE CONCERN/ALLEGATION			
Date/Time			
Location			
SUMMARY OF INCIDENT			
Contacts of other people involved			
Name	Role	Organisation	Contact Number





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Appendix 20

Job Description for a Safeguarding Officer

Key Tasks:

1. To assist the organisation to fulfil its responsibilities to safeguard members at local level. Ensuring that you have a good awareness of safeguarding within YFC and have read the policy and documentation associated with safeguarding within Young Farmers.
2. To assist the organisation to implement the safeguarding policy at club level.
3. To provide support networks for club level safeguarding officers/club officers and signpost them to resources.
4. To work with clubs/county to support them to ensure that safe recruitment information is being collected and stored correctly for those in positions of trust.
5. To ensure that members and officers are considering safeguarding within their programme and event planning.
6. To ensure that members and leaders are aware what to do if they have a concern or complaint and have the correct contact details for you and those services.
7. Attend meetings with the county organiser and attend local safeguarding training sessions in order to keep up to date with safeguarding issues within your County. Build relationships with local safeguarding contacts including local statutory agencies (Police and Children's Social Care) and Local Safeguarding Children's Partnership (LSCP). Familiarise yourself with their roles and identify the local authority designated officer (LADO).
8. Support with arranging training in safeguarding issues for all Club Leaders, Club Officers and County Officers in partnership with your LSCP or voluntary council for youth services.
9. Provide advice and support to clubs regarding concerns about poor practice/abuse.
10. Work with the Club Officers teams to ensure that workable ways of managing safeguarding procedures are in place within their clubs and they understand their responsibilities
11. Work with Club and County Officers to ensure that the behaviour of adult members at Club and County events minimises the risk to younger members, and protects the reputation of all members, for example, reviewing Club and County activities and transport arrangements to ensure their compliance with policy, procedure and guidance.
12. Ensure that all YFC officers and leaders have a copy of the pocket guidance for safeguarding with essential local contact numbers for YFC safeguarding leads and for local statutory agencies.

13. Deal with any concerns in a confidential manner, ensuring procedures are followed and those referrals are made to the appropriate authorities within timescales.
14. Liaise with statutory agencies on individual cases in supported by NFYFC when required.
15. Maintain locally held records of safeguarding cases and ensure these are handed over to your successor.
16. Advise NFYFC regarding local contacts/procedures during a safeguarding investigation where national level support is required.

Key knowledge:

- Core legislation, government guidance and national framework for safeguarding children – contained in the Safeguarding Policy.
- Roles and responsibilities of statutory agencies and Local Safeguarding Children Partnerships
- Local arrangements for managing child protection and reporting procedures
- Poor practice and abuse – behaviour which is harmful to children
- Own organisation's role and responsibilities to safeguard and promote the welfare of children and young people
- Organisation's policy and procedures related to safeguarding children and young people
- Core values and principles underpinning good practice
- Awareness of equalities issues and safeguarding

Recommended knowledge:

- Basic knowledge of how abusers 'target and groom' organisations to abuse children. Best practice in prevention within YFC.

Skills:

- Administration
- Advice and support provision
- Child-focused approach
- Communication skills
- Recording skills
- Ability to take responsibility for providing information about local resources such as written material.
- Promote organisation's policies, procedures and resources
- Promote anti-discriminatory practice.

Safeguarding Action Plan - Appendix 21

Section 1 – Recruit Safely Actions	Aspiring	Established	Action needed	By whom (committee and individual)	Timeframe	Aim
Adopted the NFYFC or alternative safeguarding policy that includes relevant procedures and templates.						To ensure that members can recognise, respond and record issues. Members know the procedures for dealing with allegations. Members are aware why safeguarding is in place.
Trustees of the club/county are aware of the policy contents and their duty to implement						Charity trustees must be aware of their responsibilities of safeguarding within a children and young people's charity
A designated person at club/county or both to deal with concerns or allegations provided with guidance on the action they need to take.						Assist county/club safeguarding officers to access the correct level of safeguarding training Encourage them to become familiar with the county policy. Encourage members to carry safeguarding pocket guide with relevant numbers on.
A safe recruitment and selection process for staff and volunteers working with children and young people to ensure they are suitable for the role.						Staff and Volunteers should be made aware that they will be subject to safe recruitment procedures on application They are then requested to complete application forms including self-declaration, a DBS check (paper or online) at the correct level and requesting and obtaining two written references (also interviews/shortlisting for staff). Both are provided with job descriptions/role cards and supported in their roles. Safe Recruitment records are stored securely.
A procedure for assessing any concerns that arise within the recruitment process						A panel may be required to assess or gather additional information to make an informed recruitment decision before permanent appointment
An awareness of the need for safe storage and confidentiality of safe recruitment paperwork.						All safeguarding paperwork to be stored confidentially and safely. Where possible in locked storage and any monitoring charts on computers should be password protected.

Section 2 - Run Safely Actions	Aspiring	Established	Action needed	By whom (committee and individual)	Timeframe	Aim
Access to the safeguarding policy for members, parents, officers, leaders and advisory.						Policy available on request by the county office, this should be mentioned in the joining/membership details or the information for parents.
A code of conduct which outlines good practice when working with children and young people. Outlined in the policy, safeguarding pocket guide, standards of behaviour and in the constitution.						Staff and volunteers provided with appropriate guidance on how to behave when working with child and adult members to safeguard both the members from harm and themselves from allegation.
Access to training and opportunities for club officers and leaders to improve their skills and knowledge around safeguarding and dealing with incidents.						Contact your local safeguarding board or council for voluntary youth services for their training programmes, level 1 training can also be accessed online. The Curve 'Safe House' module has also been developed to raise awareness of safeguarding within YFC.
Programme planning in order to give parents information on the activities their child will be participating in, in advance of it happening.						To allow the parents the option to withdraw their child and to ensure the clubs activities are transparent and well communicated. Advance planning also allows more time to ensure that safeguarding procedures are followed correctly such as ratios of leaders, consent forms etc.
Consent forms for U18's should be obtained at point of joining. An annual consent form can be used but must be updated termly or these updates can be done using permission slips. An additional form should be used for activities outside the YFC programme and Residential.						Consent/information forms should be up to date so that leaders have the correct information about the child/adult in the event of an emergency. Consent forms should be stored in a secure place. Where a club officer holds consent form copies these should be stored responsibly. Adult information forms should be used when going on a residential trip in case of accident or injury.

Procedures for managing photography of members. Photographic permissions for members should always be collected on joining. YFC needs to work with parents where there are concerns or requirements around permissions to ensure this is managed correctly.						Photographic permissions forms should be stored safely with consent forms. Photographs should not be used without the proper consent. Leaders should be aware of any members that have specific requirements around photographic permissions.
All communications with members should avoid private channels. Awareness of social networking as an organisation and that it should be used appropriately for communication and promotion of events.						Communications between members and volunteers/staff should be monitored Social media should be monitored at a county level. Members should be aware of the risks involved with social networking.
Have procedures for managing the transportation of U18 members. Are a number of driving members checked or do the children receive transport as a private agreement between the parents?						Clubs should make transportation arrangements clear to parents. Leaders should be aware of ways to transport children and young people safely.
Procedures for managing under 18 members at social events to ensure their safety and the safety of the event and organisers.						Legislation on safe drinking and licensing should be followed for all events, SIA security should be used. Consideration should be given to the correct age limitations for U18 attending social events where alcohol is present, the way in which they will be supervised and procedures in place to ensure consent forms are available at the event in the case of an incident.
Awareness of supporting policies such as Drugs and Alcohol, Sexual health, Standards of Behaviour, Health & safety etc.						Policies are available on request from NFYFC County offices should keep copies of all policies in the matrix in case clubs requires information from them.

Section 3 – Sharing Concerns Actions	Aspiring	Established	Action needed	By whom (committee and individual)	Timeframe	Aim
Procedure for responding to concerns available/on display to the club officers						Flow chart for members should be available at a club night in case of a concern that requires action by the officers.
Clear procedures on dealing with and reporting of initial concerns, incidents and disclosures from children or adults. Members should be confident to report inappropriate behaviour of others working with children and young people and these allegations managed effectively.						Officers should be clear on the procedures in the event of an incident. All incidents and allegations should be referred (if required), fully documented and filed appropriately.
Designated safeguarding lead at club/county to be aware of contact details for local support services such as police safeguarding team, Local authority designated officer (LADO), Multi agency safeguarding hub (MASH) and Children's and Adults services within that county.						Designated safeguarding lead should be suitably trained to address concerns Number for local safeguarding support services should be complied and noted in the club/county copy of the policy Contacts to be made with local safeguarding support services When a referral is made to external services NFYFC should be made aware to log and offer support
A procedure for managing safeguarding concerns that are referred back to YFC if external agency's take no further action.						Designated Case panel and awareness of the process of managing a concern internally
Records of ALL concerns need to be created and kept						Safeguarding records are routinely made following ANY concern and stored securely. If club are maintaining own safeguarding records where are they stored? How are they handed over to the next officer team?
Awareness of the external reporting processes required following the conclusion of a safeguarding concern.						Ensure that NFYFC is contacted before referrals to the DBS or charity commission are made so that they are able to log the situation and offer support.

Draft Date:

Date of adoption:

Review Date:



What is abuse?- Appendix 22

The definitions of abuse contained in Appendices 18 and 19 are based on those from “Working Together to Safeguard Children” (2015), Safeguarding Children: Working Together under the Children Act 2004 (Welsh Assembly, 2006), the Care Act 2014 and the Social Services and Well-being (Wales) Act 2014 which came into force in April 2016 and provided Wales with its own framework for adult and children’s social services.

Categories of Child Abuse

(Reference: Working Together to Safeguard Children 2015, Appendix A)

What constitutes abuse and neglect?

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Safeguarding is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best life chances.

Child Protection is:

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Categories of Child Abuse

- **Physical abuse** - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional Abuse** - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection

and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Sexual abuse** - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect** - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - protect a child from physical and emotional harm or danger;
 - ensure adequate supervision (including the use of inadequate care-givers); or
 - ensure access to appropriate medical care or treatment.It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying

Ref: www.gov.uk/bullying

Bullying is not a category of abuse under statutory guidance but can have a profound impact upon the welfare of children, young people and others who are additionally vulnerable. There is no legal definition of bullying. However, it's usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, eg because of race, religion, gender or sexual orientation

It takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- cyberbullying - bullying via mobile phone or online (eg email, social networks and instant messenger)

Recognising the signs of child abuse

Recognising child abuse is not easy, and it is **not** your responsibility to decide whether or not child abuse has taken place. You do, however, have a responsibility to act if you have a concern or if you believe a child or young person is at risk of serious harm.

The following information will help you to be alert to the signs of possible abuse.

Recognising physical abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

The physical signs of abuse may include:

- unexplained bruising, marks or injuries on any part of the body
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- cigarette burns
- bite marks
- broken bones
- scalds

Changes in behaviour which can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example wearing long sleeves in hot weather
- depression
- withdrawn behaviour
- running away from home

Recognising emotional abuse

Emotional abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix / play with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. away from their parents' care
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm
- Fear of parent being approached regarding their behaviour

Recognising sexual abuse

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse, it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- pain or itching in the genital / anal areas
- bruising or bleeding near genital / anal areas
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

Changes in behaviour which can indicate sexual abuse include:

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about

- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults or other young people

Recognising neglect

Neglect can be a difficult form of abuse to recognise, yet has some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children
- constantly dirty or “smelly”
- loss of weight, or being constantly underweight
- inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and / or failing to attend appointments
- having few friends
- mentioning their being left alone or unsupervised

The above list is not meant to be definitive but a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour, such as a death or the birth of a new baby in their family, relationship problems between parents / carers etc. By establishing a trusted relationship with the members of the group you are working with it will become easier to identify signs that may indicate something is wrong.

Categories of Adult Abuse - Appendix 23

This section of the guidance considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern. Organisations should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered. Exploitation, in particular, is a common theme in the following list of the types of abuse and neglect.

Physical abuse including:

- assault
- hitting
- slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions

Domestic violence including:

- psychological
- physical
- sexual
- financial
- emotional abuse
- so called 'honour' based violence

Sexual abuse including:

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse including:

- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyber bullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Financial or material abuse including:

- theft
- fraud
- internet scamming
- coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits

Modern slavery encompasses:

- slavery
- human trafficking
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Discriminatory abuse including forms of:

- harassment
- slurs or similar treatment:
 - because of race
 - gender and gender identity
 - age
 - disability

- sexual orientation
- religion

Organisational abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission including:

- ignoring medical
- emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support. Incidents of abuse may be one-off or multiple, and affect one person or more. Professionals and others should look beyond single incidents or individuals to identify patterns of harm. Repeated instances of poor care may be an indication of more serious problems and of what we now describe as organisational abuse. In order to see these patterns, it is important that information is recorded and appropriately shared.

Patterns of abuse vary and include:

- serial abuse, in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse
- long-term abuse, in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse
- opportunistic abuse, such as theft occurring because money or jewellery has been left lying around

Domestic abuse

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- sexual
- financial
- emotional

A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015. The offence will impose a maximum 5 years' imprisonment, a fine or both. The offence closes a gap in the law around patterns of coercive and controlling behaviour during a relationship between intimate partners, former partners who still live together, or family members, sending a clear message that it is wrong to violate the trust of those closest to you, providing better protection to victims experiencing continuous abuse and allowing for earlier identification, intervention and prevention. The offence criminalising coercive or controlling behaviour was commenced on 29 December 2015.

Financial abuse

Financial abuse is the main form of abuse investigated by the Office of the Public Guardian both amongst adults and children at risk. Financial recorded abuse can occur in isolation, but as research has shown, where there are other forms of abuse, there is likely to be financial abuse occurring. Although this is not always the case, everyone should also be aware of this possibility. Potential indicators of financial abuse include:

- change in living conditions
- lack of heating, clothing or food
- inability to pay bills/unexplained shortage of money
- unexplained withdrawals from an account
- unexplained loss/misplacement of financial documents
- the recent addition of authorised signers on a client or donor's signature card
- sudden or unexpected changes in a will or other financial documents

Note: *This is not an exhaustive list, nor do these examples prove that there is actual abuse occurring. However, they do indicate that a closer look and possible investigation may be needed.*

(Reference: Care and Support Statutory Guidance 2015, Section 14)